

March 7, 2018

PIN 18-02-CCLD

TO: ALL LICENSEES

FROM: *Original signed by Pamela Dickfoss*
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Deputy Director
Community Care Licensing Division

SUBJECT: **CRIMINAL RECORD STATEMENT – LIC 508 FORM**

Provider Information Notice (PIN) Summary

The purpose of this notice is to remind licensees the requirement for the Criminal Record Statement (LIC 508).

All individuals associated to a community care facility must have a criminal record clearance or a criminal record exemption prior to licensure, providing services, working or residing in the facility. Because an individual may begin working or being present in a facility after a Department of Justice (DOJ) clearance is received but before a response from the Federal Bureau of Investigation (FBI) is received, individuals submitting fingerprints must sign a Criminal Record Statement (LIC 508).

The individual signing the LIC 508 must declare whether he/she has been convicted of a crime other than a minor traffic violation and, if so, must provide information regarding the conviction.

This memorandum provides to Licensees procedural information relating to completed LIC 508 (Criminal Record Statement) forms. Licensees must obtain completed LIC 508 forms from individuals seeking employment with their facility. The Licensee will maintain the LIC 508 forms that contain responses indicating the individual has **no** criminal history.

Individuals who **disclose convictions** on the LIC 508, other than a minor traffic violation or minor marijuana convictions over two years old, cannot work or be present in a facility until an exemption has been granted.

The Licensee will forward to their respective Regional Office the LIC 508 forms disclosing that the individual **does have** a criminal history along with any attached explanation or documentation.

The individual may be subject to removal. County licensing agencies will continue to conduct their own investigations and follow-up on LIC 508 disclosures.

If you have any questions, please contact your designated Regional Office.